

Canc: Oct 03

NAVPGSCOLNOTE 5100
223
30 Dec 02

NAVPGSCOL NOTICE 5100

Subj: DEPARTMENTAL OCCUPATIONAL SAFETY & HEALTH (OSH)
ASSESSMENT AND INSPECTION PROCESS

Ref: (a) CNO ltr Ser N454/8U589088 of 12 Nov 98
(b) OPNAVINST 5100.23 Series
(c) NAVPGSCOLINST 5100.2F
(d) Procedures & Guidelines Governing the CNRSW
Regional Inspection & Abatement Program

Encl: (1) NPS OSH Assessment and Inspection Standard
Operating Procedure (SOP)
(2) NPS OSH Assessment and Inspection Schedule

1. Purpose. To announce implementation of NAVOSH Process Review & Measurement System (PR&MS) and changes to the existing workplace safety inspection process. The SOP for conducting OSH assessments and inspections is included as enclosure (1). Enclosure (2) provides the assessment and inspection schedule for NPS schools and directorates. Please note that the attached inspection schedule does not necessarily depict the accurate organizational structure. Some departments have been grouped together for ease and simplicity of inspection purposes.

2. Background.

a. Reference (a) announced a new methodology for operation, management, measurement, and improvement of occupational safety and health performance throughout the Navy. The PR&MS developed by the CNO NAVOSH Quality Council drives measurement and performance improvement of key process models inclusive of all NAVOSH Programs. The key processes are: Mishap Prevention, Regulatory Compliance, Supervision, and Training. Future Command inspections conducted by the Naval Inspector General NAVOSH Oversight Inspection Unit (NOIU) will be performed utilizing PR&MS criteria.

b. References (b) and (c) require routine workplace safety inspections as typically conducted by NPS OSH staff personnel. Reference (d) provides some insight as to how these inspections shall be conducted under regionalization.

c. Existing NPS workplace OSH inspection methodologies are designed to identify hazards and/or regulatory compliance violations and generate corrective actions as annotated on NAVOSH Deficiency Notices (NDN). This procedure does in fact meet requirements and initiates some hazard abatement. However, responsibility and ownership for this process as well as the results of this process are often times misplaced. Furthermore, this system only allows for the evaluation of one aspect of a department's OSH Program.

3. Implementation & Responsibility. Effective 1 January 2003:

a. NPS OSH Manager will notify Deans and Executive Directors of pending departmental OSH inspections and assessments.

b. NPS Deans and Executive Directors will make available to the OSH staff all facilities and personnel within their areas of responsibility for the purpose and length of time necessary to complete the assessments/inspections.

c. The Occupational Safety & Health staff shall perform a comprehensive assessment of each schools and directorates OSH Program with emphasis on that organizational unit's ability to: prevent mishaps, maintain regulatory compliance, provide adequate safety and health supervision, and to conduct work operations in a manner consistent with knowledge obtained in established safety training. Assessments shall be conducted in accordance with the criteria established in the following section of this notice.

d. The NPS Safety Manager has responsibility for documenting the results of each and every assessment in the form of an annual departmental safety and health report to be provided to each Dean and Executive Director to be used as a tool to drive safety improvements within the organization from year to year.

4. Assessment Criteria.

a. Mishap Prevention. An evaluation of the quality of mishap investigations conducted by the department for injured personnel will be performed. Specifically, the length of time it takes to report mishaps and conduct the investigations, quality of corrective actions, and Department Head review of the investigation will be examined. Mishap statistics (injury and

illness rates, lost time, injury types and acts, etc.) for each school/directorate will be developed. Is the organization aware of their mishap experiences and what actions are being taken within the department to reverse negative trends? A review of existing and/or lack of, departmental safety SOP's and Job Safety Analysis (JSA's) will be conducted to determine whether or not the organization is actively considering the risks associated with various workplace operations and developing methods to control those risks. A review of departmental Industrial Hygiene Survey findings and workplace monitoring status will be made to determine the interest level in correcting potential health hazards. Evaluation of the organizations ergonomic injury reduction efforts will also be analyzed.

b. Regulatory Compliance. A team of inspectors from the NPS OSH staff will conduct a comprehensive physical OSH inspection of all departmental properties and work areas. Regulatory violations will be documented on NDN's and issued to the responsible Dean/Executive Director for prompt abatement action. An evaluation of the status of historical NDN's pertaining to the organization will be made and compared to current inspection results to drive improvements in two areas. One, the number of NDN's issued to each department should be declining from year to year. And two, the amount of time it takes to abate hazards should decrease from year to year. Additionally, a review of applicable NAVOSH program elements as identified in reference (c) and pertaining to each school/directorate will be made.

c. Supervision. An assessment as to the level and quality of direction provided to subordinates with regard to OSH will be conducted thru personnel interviews and work observations. Is management and supervision doing everything possible to abate hazards and prevent mishaps? Do employees demonstrate an understanding of OSH expectations needed to safely perform their work operations? Do they understand the risks and control measures associated with their tasks? Additionally, an evaluation of supervisory performance evaluations will be performed to determine the extent of inclusion of the required OSH elements:

(1) Communication of OSH information and expectations to members of the work unit.

(2) Monitor performance of the work unit to determine if OSH requirements and expectations are met.

(3) Take actions to improve the OSH performance of the work unit.

(4) Establish OSH standards for all members of the work group.

d. Training. An evaluation of the knowledge obtained from required OSH training will be performed through personal interviews, retention of knowledge examinations, and work observation. OSH training attendance rates for applicable courses will be measured and compared from year to year. Does the organization have knowledge of what's required and do they maintain training records?

4. Action. All Deans/Executive Directors shall tailor their respective safety programs to the assessment criteria specified within this notice and in accordance with references (a) through (d) in an effort to drive continuous improvement. NPS OSH Manager shall perform an OSH program assessment of each school/directorate as described and scheduled within this notice. Point of contact for questions regarding the OSH assessment and inspection process is Michael Berry, X2822.

FRANK C. PETHO
Chief of Staff

Distribution:
NAVPGSCOLINST 5605.25 (List 1)

**NPS FY03
DEPARTMENTAL OSH ASSESSMENT & INSPECTION SOP**

1. OSH Assessment Notification. The OSH Manager shall provide the Dean/Executive Director of the school/directorate scheduled to be inspected, written notification (e-mail) of the pending assessment approximately 2 weeks prior to the assessment. The notification will include a description of what the assessment consists of, why it is necessary as well as who will be conducting the inspection and when, and the methodologies utilized to conduct the survey. The Dean/Executive Director will also be provided blank copies of an Employee Discomfort Survey form and a NPS OSH Program Satisfaction Survey form as attachments to the assessment notification for dissemination to all personnel within their departments. The Employee Discomfort Surveys are optional and shall only be completed by those employees that feel the need to have the OSH Office conduct a detailed ergonomic survey of their workstation or work operation. The NPS OSH Program Satisfaction Survey serves as a tool to be used by the OSH staff to assist with identification of potential OSH weaknesses within an organization. The notification letter will request the Dean/Executive Director to schedule an in-brief between the NPS OSH Manager, Mr. Michael C. Berry, X2822, and his/her self and appropriate organizational managers and supervisors. Every school/directorate will be requested in the OSH assessment notification letter to provide the NPS OSH Manager, prior to the scheduled in-brief, the following information:

- A personnel roster for the school/directorate that lists all employees and their job title.
- A listing of supervisors/managers for the school/directorate.
- A listing of facilities/properties by room number belonging to or inhabited by the school/directorate.

2. OSH Assessment In-Brief. The NPS OSH Manager will brief the Dean/Executive Director and appropriate management/supervision as to what will take place during the assessment/inspection and serves as a chance for the department to meet the assessment team. Additionally, the in-brief will serve as an opportunity for the department to express any concerns or issues that they would like the OSH staff to examine during the assessment, as well as an opportunity for the OSH staff to obtain POC's for

workplace inspection escorts. Employee Discomfort Survey forms and NPS OSH Program Satisfaction Survey forms shall be collected at the in-brief. The NPS OSH Manager shall provide the school/directorate with historical (FY02) OSH data (mishap experience, outstanding NAVOSH Deficiency Notices, training attendance metrics, industrial hygiene survey findings, etc.) to serve as a type of baseline OSH assessment for the organization.

3. OSH Assessment Inspection. The OSH staff shall contact the organizational P.O.C., supervisors, and managers to establish dates and times to conduct a physical inspection of all work areas, review applicable NAVOSH program elements, Safety SOP's and JSA's as well as unique work processes, observe work practices, conduct ergonomic surveys, and interview employees.

4. OSH Assessment Out-Brief. The out-brief serves an opportunity for the NPS OSH Manager to provide and explain a written report that describes the school's/directorate's OSH Program discrepancies and corrective actions pertaining to the four primary OSH processes: Mishap Prevention, Regulatory Compliance, Supervision and Training. Inclusive to the annual departmental OSH Program report will be newly issued NDNs, completed ergonomic surveys, SOP's/JSA's, OSH Metrics, etc.

NPS OSH ASSESSMENT AND INSPECTION SCHEDULE

Department	Activity	Bldg	Safety Coordinator/Contact	Inspection Date
COMMAND CODE 00B	Chief of Staff, CAPT Petho	220		Feb-03
Code 002	Flag Admin	220	LCDR Gyorian	Feb-03
Code 003	Protocol	220	LT Harts	Feb-03
Code 004	Executive Director for Advancement	220	J. Filizetti	Feb-03
Code 004A	PAO - LCDR J. Navratil	220		Feb-03
Code 005	Security Mgr	302	Mr. Anderson	Feb-03
Code 006	JAG - LCDR Celebreeze	220	D. Clark	Feb-03
Code 00G	Command Chaplain CAPT G. Clifford	220, 300	LCDR Miller	Feb-03
Code 00S	Command Master Chief, HE-129	220	SCM(SW) R. Murphy	Feb-03
Code CCC	Command Career Counselor, HE-129	220	ABECS(AW) S.L. Moffit	Feb-03
Code 10AS	School of Aviation Safety, Rm E301 CAPT K. Neubauer	221	CDR Bellenkes	Feb-03
Code 10M	NPS Medical Office, Rm E205 CAPT N. Davenport	221		Feb-03
ACADEMIC Code 01	Provost/Academic Dean, Dean R. Elster, Rm HE-M12	220		Feb-03
01B	Assoc. Provost for Institutional Development, Dean P. Stockton, Rm HE-M6A	220		Feb-03
01C	Assoc. Provost for Academic Affairs Rm HE-M6A, Dean C. Eoyang	220		Feb-03
01C1	Registrar Services, Rm 100-A Mr. T. Hammond	235		Feb-03
01C5	Distance Learning	235	D. Walsh	Feb-03
013	Library Services - Dr. R. M. Renneker	339	Sam Hornebeck	Feb-03
CODE 03	Academic Affairs & Student Programs CDR L. Curtin, Rm M4	220		Feb-03
033D	Student Services	220	LT Gerrard	Feb-03
031A	Civilian Institutions	221	LCDR Joynt	Feb-03
037	Marine Rep	330	LTC Barber	Feb-03
038	Army Rep	330	LTC Tudor	Feb-03
039	Air Force Rep	235	LtCol P. Boerlage	Feb-03
SCHOOL OF INTERNATIONAL GRADUATE STUDIES (SIGS) Code 04	Dean Robert Ord, LTG, USA (Ret), Rm 308	220		Jul-03

DHMI	Def Healthcare Mgt, Rm B64	221		Jul-03
NS	National Security Affairs	302	Sue McElderry	Jul-03
CCMR	Center of Civilian Military Relations	221		Jul-03
DRMI	Defense Resource Management Institute (DRMI)	222	M. Andrews	Jul-03
IDARM	International Defense Acquisition Resource Management Program	330		Jul-03
035	International Graduate Programs, Rm B47	221		Jul-03
EXECUTIVE DIRECTOR FOR INFORMATION RESOURCES & CHIEF INFO OFFICER Code 05	Ms. C. Cermak, Rm -M6	220	B. Gentry	Jun-03
05	Operations Center	330	B. Gentry	Jun-03
05	Enterprise Wide Services	221	B. Gentry	Jun-03
05	Computer Security	330	B. Gentry	Jun-03
05	Academic Computing Services	235	B. Gentry	Jun-03
GRADUATE SCHOOL OF OPERATIONAL & INFORMATION SCIENCES Code 06	Dean W. Hughes, Rm 250	302		Jan-03
Code CS	Computer Science	232	P. Lynette	Jan-03
Code OR	Operations Research	302	R. Mastowski	Jan-03
Code SO	Special Operations	235	P. Lynette	Jan-03
Code IS/IW	Information Sys & Warfare	235	P. Lynette	Jan-03
GRADUATE SCHOOL OF BUSINESS & PUBLIC POLICY Code GSBPP	Dr. Doug Brook, Rm 231	330		Apr-03
GSBPP	MBA	330	V.Fishnell-Franz	Apr-03
GSBPP	Mgt	330	V.Fishnell-Franz	Apr-03
GSBPP	International Resource Planning & Dev	330	V.Fishnell-Franz	Apr-03
GSBPP	Leadership Education & Development	330	V. Fishnell-Franz	Apr-03
GSBPP	Contract Mgt	330	V. Fishnell-Franz	Apr-03
GSBPP	Program Mgt	330	V. Fishnell-Franz	Apr-03
GRADUATE SCHOOL OF ENGINEERING & APPLIED SCIENCES Code 07	Dean J. Kays, Rm 103	232		Mar-03

AA	Astro & Aeronautical Engineering	234	Don Meeks	Mar-03
AA		G-213	R. Still	Mar-03
AA		G-214	R. Still	Mar-03
AA		G-215	R. Still	Mar-03
AA		G-216	R. Still	Mar-03
AA		G-217	H. Connor	Mar-03
AA	AA Storage	G-230	Don Meeks	Mar-03
AA		G-247	R. Still	Mar-03
AA		G-248	R. Still	Mar-03
AA		G-249	Don Meeks	Mar-03
ECE	Electrical & Computer Engineering	233 & 232, MARS Sta Bldg 405-LMV	Bob McDonnell / A. Parker	Mar-03
ME	Mechanical Engineering	245 & 234	Tom Christian	Mar-03
MA	Mathematics	302	Elle Zimmerman	Mar-03
PH	Physics	232 & 216	Kerry Yarber/Jay Adeff	Mar-03
OC	Oceanography	232, 510 & 514 Beach Labs	Rob Wyland	Mar-03
MR	Meteorology	235 & G230 & 232-Roof, G-230	Penny Jones/Keith Jones	Mar-03
SP	Space Systems	233	D. Rigmaiden	Mar-03
MACHINE SHOPS	Halligan Hall	234		Mar-03
DEAN OF RESEARCH ASSOCIATE PROVOST FOR RESEARCH Code 09	Dean D. Netzer	234	N. Maniego	Jul-03
09	Cebrowski Institute for Info Innovation & Superiority (CINFINIS)		N. Maniego	Jul-03
09	Modeling, Virtual Environments, & Simulation (MOVES) Institute	245	N. Maniego	Jul-03
09	Wayne E. Meyer Institute of Sys Engineering		N. Maniego	Jul-03
NWC	Chairman, JMPE, Rm 231, Prof F.Drake	302		Jul-03
NWC-A	Associate Chairman JMPE , Rm 229, Prof H. Blanton	302		Jul-03

IJWA	Information Joint Warfare Analysis Ofc, Rm 102A, Prof G. Schacher	232		Jul-03
EXECUTIVE DIR FOR SECURITY	CAPT Simeral	302		Jun-03
Code 234F	Fire Department	258	Chief Lofton	Jun-03
Code 233P	Base Police	436	K. Bench	Jun-03
EXECUTIVE DIR FOR FAC & SUPPORT CODE 23	Mr. P. Dausen, Col, USA (Ret), Rm 358	302		May-03
Code 223	Occupational Safety & Health Office (OHS), Mr. Michael Berry	436	D.Spry-Lackner	May-03
Code 225	Quality of Life Director, Rm B-055, Mr. J. Thomas	220		May-03
MWR	Commo: Club, Dinning Rooms, Kitchens, Ballroom, Storage	220	H.Butler	May-03
MWR	Quality of Life Admin Ofc/Budget	220	J. Thomas	May-03
MWR	Ticket Office	220	D. Raish	May-03
MWR	Ball Field	349	B. Mason/Raish	May-03
MWR	Handball	246	B. Mason/Raish	May-03
MWR	NPS Gym		B. Mason/Raish	May-03
MWR	Golf Course	100	C. Murray	May-03
MWR	Golf Course RV		C. Murray	May-03
MWR	RV Laundry Room	441	C. Murray	May-03
MWR	Golf Course, Restroom	195	C. Murray	May-03
MWR	Golf Course	191, 193, 199	C. Murray	May-03
MWR	Golf Course, Maintenance	424, 424A, 341, 425, 440	D.Tracy	May-03
MWR	NPS Tennis Courts	252 253	B. Mason/Raish	May-03
MWR	LMV Tennis Courts	344 & 332	B. Mason/Raish	May-03
MWR	Pool, Bath House	210, 209, 250, 251	B. Mason/Raish	May-03
MWR	Marina - Monterey	Wharf	D.Raish	May-03
MWR	Boat House - FNMOC Annex	Annex	D.Raish	May-03
MWR	FFSC – LMV	1280	R. Mazzotta	May-03
MWR	Child Development Center	439	J. Schmidt	May-03
MWR	Youth Center- LMV		J. Schmidt	May-03
MWR	Navy Exchange	301, 303, 348	Dave Cohen	May-03

MWR	LMV Village Store	336	Dave Cohen	May-03
PW	Public Works		CDR Satterly	May-03
PW	Admin Offices	426	CDR Satterly	May-03
PW	OMC-C	4518	CDR Satterly	May-03
PW	OMC	4385	CDR Satterly	May-03
PW	OMC-A	4518	CDR Satterly	May-03
PW	OMC-G	4518	CDR Satterly	May-03
PW	OMC-E	4518	CDR Satterly	May-03
PW	Boiler House	236	CDR Satterly	May-03
PW	Boiler Storage	194	CDR Satterly	May-03
PW	PW Storage- Pool	209	CDR Satterly	May-03
PW	PW	426, 427	CDR Satterly	May-03
PW	Transportation	436, 437	CDR Satterly	May-03
PW	Environmental	438	CDR Satterly	May-03
PW	Paint Shop	435	CDR Satterly	May-03
PW	PW Storage Yard, FNMOC	347	CDR Satterly	May-03
PW	FNMOC PW	74	CDR Satterly	May-03
PW	LaMesa - PW	187	CDR Satterly	May-03
PW	Main Power (parallel to Del Monte)	240	CDR Satterly	May-03
PW	Abandoned Electrical NPS	243	CDR Satterly	May-03
PW	Sewage Pump	242	CDR Satterly	May-03
PW	Boiler Storage	194	CDR Satterly	May-03
PW	PW Storage-Pool	209	CDR Satterly	May-03
PW	ROICC (PW)	426	CDR Satterly	May-03
PW	LaMesa - PW	187 - LMV	CDR Satterly	May-03
PW	Main Power (parallel to Del Monte)	240	CDR Satterly	May-03
PW	Abandoned Electrical NPS	243	CDR Satterly	May-03
PW	Sewage Pump Station	242	CDR Satterly	May-03
CONTRACT	Logistics/Contracting	220	S. Linser	May-03
CONTRACT	Warehouse	428	S. Linser	May-03
CONTRACT	NPS Club House	351	S. Linser	May-03
CONTRACT	Warehouse	349	S. Linser	May-03
CONTRACT	Quarterdeck, BOQ	220, 221, 222	S. Linser	May-03
CONTRACT	Housing Offices & Sheds	1301 - LMV	P.Bass	May-03

CONTRACT	Community Center	1101 - LMV	P.Bass	May-03
EXECUTIVE DIR FOR BUSINESS AFFAIRS & CHIEF FINANCIAL OFFICER Code 21	Ms. Reilly, Executive Director for Business Affairs & Chief Financial Officer, HE -139F	220	Jeff Calhoun	Apr-03
EXECUTIVE DIRECTOR FOR HUMAN RESOURCES Code 22	Ms. Laura Zander, HE -044	220		Apr-03
22	Human Resource Office - J. Carpenter	220	Lisa Rosa	Apr-03
22	EEO - D. Baity	220	Lisa Rosa	Apr-03
FNMO		25, 700, 701, 11, 708, 702, 704, 703, 24, 704, 31	Dennis Farber	Aug-02
NRL		702, 704	B. Burrowes	Aug-02
PSD		221	Hiedelburg	Aug-02